



Recreation Assistant

Announcement # WNY-10-005

Salary: \$11.71 - \$16.50 per hour Series/Grade: NF 0189 02
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: ITT Office - NSA Washington Navy Yard

OPENED: 17 December 2010
1ST CUT OFF: 05 January 2011
CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Regular Full Time (35-40 hours per week) With Benefits

TO APPLY: Download forms on <https://www.cnic.navy.mil/NDW/About/Jobs/>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 12 Brookley Ave, Suite 108, Washington, DC 20032. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 202-767-5206.

DUTIES AND RESPONSIBILITIES:

Performs and assist in the operation of the recreation activity in customer service, cashiering, selling tickets, preparing cruise quotes, selling of fishing and hunting licenses and some marketing. Process and verifies credit card purchasing with established procedures and forms. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Assist with preparation of monthly inventory reports; performs filing and other general clerical duties. Typical assignments may include: establishing schedule of events; answering telephones and responding to questions regarding events and tickets sales; scheduling and conducting tours and field trips. Manages a change fund in accordance with cash handling procedures. Establishes and maintains files on all transactions of the facility in accordance with applicable regulations. Maintains an inventory of all supplies and tickets in accordance with the ITT office. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Helps to plan and coordinates details of recreational activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. May oversee sale of retail items associated with activities. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

One to two years experience in a related recreational activity. Knowledge of cash handling procedures is desired. Ability to operate cash register, typewriter, word processor, Microsoft Office, copier and related office equipment. Ability to communicate effectively and diplomatically with MWR customers and civilian vendors. Knowledge of the travel industry preferred.

SPECIAL REQUIREMENTS:

Must be able to obtain access to base computer system, if applicable.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.